

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 54073 (Staff recommends approval).

**REQUESTED ACTION:** Approve change to increase total by \$70,000.00.

☐ Work Session (Report Only)    **DATE OF MEETING:** 4/26/11

☒ Regular Meeting    ☐ Special Meeting

**CONTRACT:** ☒ N/A

Effective Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Financial Services

**BUDGET IMPACT:** \$70,000.00

☐ Annual

☐ Capital

☐ N/A

**FUNDING SOURCE:**

Information Technology Expenditures

**EXPENDITURE ACCOUNT:**

001-415-519-3400

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**HISTORY/FACTS/ISSUES:**

Purchase Order #54073 (The Villages Technology Solutions Group) increase request by \$70,000.00 to cover expenses through September 30, 2011.

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# Exhibit A

## CHANGE ORDER REQUEST FORM



PO Number 54073  
 Vendor The Villages Technology Solutions Group  
 PO Amount \$77,000.00  
 Net Change Amount (-/+)\$70,000.00

### PLEASE CHANGE THE FOLLOWING ITEMS

| Item Number | From Quantity | To Quantity | From Unit Price | To Unit Price | From Account Code | To Account Code  |
|-------------|---------------|-------------|-----------------|---------------|-------------------|------------------|
|             |               |             | 77,000.00       | 147,000.00    | 001-991-999-9300  | 001-415-519-3400 |
|             |               |             |                 |               |                   |                  |
|             |               |             |                 |               |                   |                  |
|             |               |             |                 |               |                   |                  |

### PLEASE ADD THE FOLLOWING ITEMS

| Item | Account          | Description    | Quantity | Unit Price | Amount    |
|------|------------------|----------------|----------|------------|-----------|
|      | 001-415-519-3400 | Other Services |          |            | 70,000.00 |
|      |                  |                |          |            |           |
|      |                  |                |          |            |           |
|      |                  |                |          |            |           |

Cancel Entire Purchase Order ☐

Original Requestor's Signature \_\_\_\_\_

Cancel Item Numbers \_\_\_\_\_

### Reason/Justification/Special Instructions:

Increase funds to cover the expenses through 9/30/2011.  
 Budget Amendment A-51 will transfer funds from 001-991-999-9300 to 001-415-519-3400.

Signature/Approvals

Department Head \_\_\_\_\_

Division Director \_\_\_\_\_

Budget & Purchasing Dept. \_\_\_\_\_

County Administrator \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Revised: 5/13/10

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

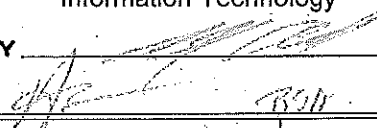
TO

└

The Villages Technology Solutions Group  
1026 Canal Street  
└ The Villages, FL 32162

DATE October 13, 2010

DEPT. Information Technology

BY 

| FUND             | ACCOUNT NO. | QUANTITY | DESCRIPTION  | UNIT PRICE | TOTAL PRICE |
|------------------|-------------|----------|--|------------|-------------|
| 001-415-519-3400 |             | 1        | General It/ Programming Services<br><br>FY- 2010/11<br><br>Open Purchase Order | 77,000.00  | 77,000.00   |
| TERMS:           |             |          |  | TOTAL      | 77,000.00   |

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: \_\_\_\_\_

AUTHORIZED BY: 

**NOTE: ONLY ORIGINAL INVOICES  
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS  
WHITE COPY - TO VENDOR  
CANARY COPY - TO DEPARTMENT HEAD  
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF  
THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL  
EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-801262366C-3.